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MONTANA

DEPARTMENT OF EDUCATION,
STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE
GOVERNOR OF MONTANA
HONORABLE THOMAS L. JUDGE

FOR THE FISCAL YEAR

ENDED

JUNE 30, 1973

RECEIVED
COTD 9 RECD
DIRECTOR OF BUDGET

MONTANA STATE LIBRARY

930 EAST LYNDAL AVE

HELENA, MONTANA 59601

October 5, 1973

The Honorable Thomas L. Judge
Governor of Montana
Capitol Building
Helena, Montana 59601

Dear Governor Judge:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1973.

Major accomplishments during the year include:

Library Network system expanded making possible the sharing of library resources on a statewide basis - including the resources of public, special and academic libraries.

Beginning of a federation demonstration at Glasgow.

Establishment of library service to three counties in the South

Central Federation at Billings.

Addition of a Public Library Consultant.

Provision of space for the Montana Biomedical Communications Director.

Completion of Facility at the Boulder River School and Hospital Library.

Increased circulation of materials to the Handicapped.

Additions to two public libraries completed and a new building underway at Missoula.

Continued expansion of the State Library collection.

Two major bibliographies completed: Montana in Print and the second annual State Government Documents.

Respectfully submitted,



Mrs. Alma S. Jacobs
State Librarian

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PRINCIPAL OFFICES AND OFFICERS

COMMISSION MEMBERS

Don Gibson, Chairman (1971-74)	Lindsay, Montana 59339
William P. Conklin, Vice-chairman (1969-75)	1026 Fifth Avenue North Great Falls, Montana 59401
Mrs. Doris Davies (1970-73)	3023 Stinson Avenue Billings, Montana 59101
The Honorable Dolores Colburg, Member Ex-officio (State Superintendent of Public Instruction) (1969-)	401 South Fee Helena, Montana 59601
Earle C. Thompson, Member Ex-officio (Librarian of the University of Montana) (1966-)	426 McLeod Avenue Missoula, Montana 59801

PRINCIPAL ADMINISTRATIVE OFFICERS

David R. Hoffman, State Librarian
Richard C. Peel, Coordinator of Special Library Services
Ruth Auchenbach, Public Library Consultant

OFFICE

30 East Lyndale Avenue, Helena, Montana 59601

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

Under the Executive Reorganization Act of 1971, the Library Commission is attached to the Board of Education for Administrative Purposes, Section 82A-509 of the Revised Codes of Montana.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the Long Range Plan, are submitted through the clearing house of the Division of Planning and Economic Development of the Department of Intergovernmental Relations.

PRINCIPAL GOALS

The State Library's goals are"

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS

1. Library Network system expanded making possible the sharing of library resources on a statewide basis - including the resources of public, special and academic libraries.

2. Beginning of a Federation Demonstration at Glasgow.

A federation demonstration was begun with headquarters at the Glasgow City-County Library serving Phillips, Valley, Daniels, and Sheridan counties.

3. Establishment of library service to three counties in the South Central Federation at Billings.

The South Central Federation of Libraries with headquarters at Billings, ended its demonstration with three counties negotiating for service to begin in FY '74.

4. Addition of a Public Library Consultant.

A Public Library Consultant was added to the staff. The Consultant worked with local public libraries helping them with collection development, fiscal and legal matters, improvement of physical arrangements, projecting new and expanded programs and staffing. The responsibilities of the Consultant also included development of community libraries.

5. Provision of space for the Montana Biomedical Communications Director.

Office space was provided for the Montana Biomedical Communications Director of the Pacific Northwest Regional Health Sciences Library at Montana State Library. The Director will survey existing health sciences materials and formulate plans for a proposed statewide biomedical communications system.

6. Completion of facility at the Boulder River School and Hospital Library.

A branch library of the State Library was completed at the Boulder River School and Hospital and will begin full time operation at the beginning of FY '74.

7. Increased Circulation of Materials to the Handicapped.

The State Library's Division for the Blind and Physically Handicapped curtailed its planned workshops to locate eligible readers, but circulation rose 30%. Volunteer recording groups were started. Deposit collections of materials to reach local readers were doubled.

8. Additions to Two Public Libraries Completed, and a New Building Underway at Missoula.

A bookmobile garage addition to the Miles City Public Library, funded through FY '71 LSCA Title II carryover funds and local gifts, was completed. Remodeled quarters for the Columbia Falls Branch of the Flathead County Library was completed from the same funds. A new building for the City-County Library of Missoula was begun with local bond issue funds, the balance of Montana's FY '71 LSCA, Title II, carryover funds, and the state's FY '72 LSCA, Title II allocation.

9. Continued Expansion of the State Library Collection.

The State Library's collection continued to improve and expand in more specialized areas to supplement local public library collections and to serve state government.

10. Two Major Bibliographies Completed.

Two major bibliographies were completed: Montana in Print and the second annual State Government Documents Bibliography.

PROGRAM COST SUMMARY

	FY 1971-72	FY 1972-73	Increase (Decrease)
Library Services and Development	576,248	353,757	(222,491)
Library Networks	41,378	42,055	677
Institutional Library Service	81,987	75,503	(6,484)
Library Service for the Handicapped	<u>40,777</u>	<u>45,134</u>	<u>4,357</u>
TOTAL PROGRAMS	740,390	516,449	*(223,941)
Personal Services	188,343	212,018	23,675
Operating Expenses	116,763	142,458	25,695
Equipment	93,679	64,951	(28,728)
Grants and Benefits	<u>341,605</u>	<u>97,022</u>	<u>(244,583)</u>
TOTAL BY CATEGORY	740,390	516,449	*(223,941)
General Fund	175,000	174,990	(10)
Federal and Private Revenue Fund	223,785	244,437	20,652
Federal and Private Grant Clearance Fund	<u>341,605</u>	<u>97,022</u>	<u>(243,583)</u>
TOTAL FUNDING	740,390	516,449	*(223,941)

*Decreased appropriation under Titles I and II of the Library Services and Construction Act, causing decreased grants to public library federations and no construction grants.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

The second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: The State Library continued its improvement and expansion of materials, providing a more specialized collection to supplement the local public libraries. As local collections have expanded, the State Library has been able to place less emphasis upon a general collection to expand into more specialized areas. This has not only provided a better supplemental collection for the local public library, but has also increased the State Library's ability to serve State Government offices and employees. Special efforts were made this year to contact Government offices which resulted in a higher level of service to these offices.

Public Library Consultant was added to the staff to work with local libraries and to provide programs of continuing education to improve all levels of library service. The consultant worked with local libraries helping with collection development, fiscal and legal matters, new and expanded programs, improvement of physical arrangements, development of community libraries and staffing. Consultative service was given to small communities who were making plans to combine school and public libraries when the population base was too small to warrant the development of both types of libraries. Efforts were made through workshops, consultation, and mailings to provide continuing education of library personnel.

Office space was provided for the Montana Biomedical Communications Director of the Pacific Northwest Regional Health Sciences Libraries Program. The Director surveyed the existing health sciences collections in the state to lay the foundation for an information network that would supply the people of the state with information in the health sciences.

The State Library Commission funded a federation demonstration at the beginning of the fiscal year serving the four north-eastern counties of Phillips, Valley, Daniels, and Sheridan. The counties together have about 25,000 residents, spread over an area of more than 13,000 square miles. Parts of two Indian reservations (The Rocky Boy and Fort Peck Reservations) are included. Geographic isolation is a major problem, with small communities sixty miles or more from county seats, many one teacher rural schools, and only one community with more than 2,500 residents. Median family income for these counties was almost \$2,000 below the statewide median at the 1970 census. The demonstration has headquarters at the Glasgow City-County Library. Materials and equipment were increased, staff was added, and a bookmobile was purchased to provide adequate library service during the demonstration.

Other requests for demonstrations and grants within the federations had to be denied because of insufficient funds.

A two year demonstration in the South Central Federation of Libraries, serving three counties, ended at the beginning of FY '73. At the end of the year two of the counties (Carbon, Big Horn) voted to continue participating in the federation and Yellowstone County was negotiating with the headquarters library in Billings.

A bookmobile garage addition to the Miles City Public Library, funded through FY '71 LSCA Title II carryover funds and local gifts, was completed. Remodeled quarters for the Columbia Falls Branch of the Flathead County Library was completed from the same funds. A new building for the City-County Library of Missoula was begun with local bond issue funds, the balance of Montana's FY '71 LSCA, Title II, carryover funds, and the state's FY '72 LSCA, Title II allocation.

Performance Summary:

	-----fiscal years-----		
	Historic 1971-72	Current 1972-73	Projected 1973-74
State Library collection (volumes)	141,368	145,766	148,000
State Library Circulation	46,324	57,788	
Counties participating in federations or demonstrations	21	21	24
Construction projects completed	0	2	1

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: A bibliography of materials relating to Montana now in print was published and made available to libraries and schools throughout the state. It serves as a long-needed selection guide for libraries which need to increase their Montana materials.

A second annual bibliography of state government publications (largely Montana government documents) held at the State Library was prepared and distributed widely during the year.

The State Library has continued its participation, with Washington, Alaska, Oregon, and Idaho, in support of the Pacific Northwest Bibliographic Center. Fiscal support from the state libraries (two-thirds of Montana's share coming from LSCA, Title III), determined principally on a population basis, has enabled the Center to handle an increasing workload.

The State Library continued its formal participation in the WICHE Continuing Education Program for Library Personnel. A Management by Objectives seminar was held for personnel in all types of libraries and plans were made for a Library Trustee Workshop to be held next year.

The cooperative library service network continued providing increased services. An in-WATS telephone system linking the public, special and academic libraries of the state to the State Library, and a state-leased network linking the State Library with academic and institutional libraries in the state are utilized to bring requests for material or information from every community in Montana (academic, special, school and public libraries) to the libraries which can fill those requests.

Performance Summary:

	-----fiscal years-----		
	Historic 1971-72	Current 1972-73	Projected 1973-74
Recorded requests for library service	44,329	56,161	
Interlibrary loan requests sent to Bibliographic Center from State Library	2,611	*2,572	

*Requests that could be obtained in an inexpensive format were purchased rather than sent on to PNBC. Requests were examined more closely and if it was felt that the material should be in the State Library's collection, it was purchased rather than requested through PNBC.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison, and residents of the Boulder River School and Hospital and provides direct service for the Galen State Hospital and the Mountain View School. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: At the Boulder River School and Hospital, a branch library of the State Library was completed and ready for operation at the end of the fiscal year. The Librarian worked at the institution during the entire year providing library services to residents and staff. This completes the third institutional branch library of the State Library: the other two being located at the State Prison (Deer Lodge) and the state mental hospital (Warm Springs).

The collections of the prison and mental hospital were expanded to include more paperback material, vertical file material, and deposit collections of material in areas of the institutions that are remote from the libraries. A film program was instituted at Warm Springs and the outreach program was expanded, attempting to reach those residents who have never used the library either because of the severity of their illness or because of their immobility.

The two institutions without branch libraries that are served directly by the State Library - Mountain View (girls reformatory) and Galen State Hospital (respiratory disease and elderly wards of other institutions) - had a complete re-evaluation of their collections. Both collections were improved and expanded.

The remaining seven state institutions are served by local public libraries under contract with the State Library. Deposit collections in these institutions were rotated several times and expanded during the year. Special emphasis was given to locating handicapped persons who need specialized materials from the Regional Library for the Blind and Physically Handicapped.

Performance Summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, in cell blocks and other areas of the institutions. The main libraries are serving as reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least three times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: In FY '73 workshops were planned with public library personnel, social workers, school and rest home administrators and others to enlist their aid in offering readers' advisors services and to help identify new patrons. These workshops had to be curtailed due to a lack of funds to increase the capacity of the library to serve a significantly larger number of users. The level of library service to present users was greatly increased during the fiscal year. Circulation of materials increased by 30 percent, to 70,498.

A concentrated effort was made to form new volunteer taping groups. Three new groups have been started, with on-going training programs. One group is in the process of taping Montana, the Magazine of Western History, from its first publication through to the present. A second group is taping local interest books. A third group is taping short articles needed by patrons for research, speech preparation, professional reading, and for general use.

A continued effort is being made to provide more deposit collections of material in public libraries, rest homes, hospital and other appropriate places where a number of patrons are able to conveniently borrow material from a local collection. The number of deposit collections was doubled during the fiscal year to 131.

Performance Summary:

	-----fiscal years-----		
	Historic 1971-72	Current 1972-73	Projected
Individuals using service regularly at end of year	1,829	*1,794	1,950
Persons served through deposit collections	1,403	1,540	1,800
Circulation of materials	54,435	70,498	80,000

*New patrons were not actively sought during the fiscal year as explained above.